



DISTRICT OF PORT EDWARD

Job Title: Summer Student – Clerical Support

Department: Corporate Services

Reports to: Director of Legislative Services

Hours: 37.5 hours per week (Monday to Friday, 8:30 AM – 4:30 PM)

Wage: \$22.51

Job Summary: The Summer Student – Clerical Support will assist with a variety of administrative tasks to ensure smooth day-to-day operations within the District of Port Edward's office. This temporary position is ideal for a student seeking practical experience in a professional government setting, and it will support customer service, records management, and general office duties during a busy time of year.

Key Responsibilities:

- **Customer Service:** Greet visitors, answer phones, and assist with general public inquiries in a courteous and professional manner.
- **Administrative Support:** Assist with data entry, document formatting, and mail handling.
- **Records Filing:** Maintain and organize both digital and physical files to support the District's records management system.
- **Meeting Preparation:** Support the preparation and distribution of agendas, notices, and meeting documents.
- **Communications Support:** Assist with internal communications, newsletter development, and light social media support.
- **Office Organization:** Monitor and help organize office supplies and shared spaces.
- **Other Duties:** Perform other duties as assigned to support the Corporate Services team.

Qualifications:

- Must be a full-time student returning to school in the fall of 2025.
- Minimum 16 years of age.
- Interest in public service, administration, or local government.
- Strong communication, organization, and computer skills.
- Proficiency in Microsoft Office (Word, Excel, Outlook) is an asset.
- Ability to maintain confidentiality and act in a professional manner.



DISTRICT OF PORT EDWARD

How to Apply:

To apply, please submit your resume and cover letter to **dthomson@portedward.ca** by **May 23, 2025**.